



DEPARTMENT OF THE NAVY

U.S. NAVY ELEMENT
REGIONAL HEADQUARTERS
ALLIED FORCES SOUTHERN EUROPE
PSC 813 BOX 167
FPO AE 09620

IN REPLY REFER TO:

NAVELEMINST 1020.1B
N4
22 Feb 02

U.S. NAVY ELEMENT INSTRUCTION 1626.1

Subj: OFFICER IN CHARGE, U.S. NAVY ELEMENT, RHQ AFSOUTH, NAPLES
ITALY DISCIPLINARY REVIEW BOARD (DRB)

Encl: (1) Disciplinary Review Board Recommendation Sheet
(U.S. Navy Element 1626/1)

1. Purpose. To establish the function and authority of U.S. Navy Element, RHQ AFSOUTH

2. Discussion. The DRB is established to provide a means of maintaining good order and discipline, correcting minor disciplinary infractions and promoting positive behavior changes in members of the command. The DRB takes advantage of the many years of experience of the chief petty officers assigned to this command by involving them in the discipline process. The DRB does not have the authority to award punishment. The DRB will serve as a fact finding and advisory body by investing the alleged violations and making recommendations using the U.S. Navy Element RHQ AFSOUTH 1621/1 (sample in enclosure (1)) to the Officer in Charge (OIC).

3. Membership. The DRB will be composed of chief petty officers assigned by the Command Master Chief. The DRB will have a representative from four dis-associated divisions or departments and will never have less than four members. Chief Petty Officers from the same division as the accused will not be members of the board nor participate in recommending disposition of the case. The Command Master Chief will preside over all DRBs.

4. Authority. The Officer in charge, U.S. Navy Element is directly responsible for the administration of discipline. In the event charges are severe enough for the recommendation of Captain's Mast vice OIC mast, Naval Support Activity, Capodichino, Italy will assume this authority. Every violation of the Uniform Code of Military Justice (UCMJ) committed by E6 and below personnel assigned to U.S. Navy Element, RHQ AFSOUTH will be investigated by the DRB. The DRB has the authority to handle disciplinary reports in the following manor:

- a. Recommend dismissal
- b. Recommend Extra Military Instruction
- c. Recommend forwarding to OIC's/Captain's Mast

5. Rights of the Accused. The Command designated Chief Master at Arms will ensure that the accused is afforded all rights under article 31 of the UCMJ. DRB recommendations are to be held in strict confidence to protect the rights of the accused under the UCMJ.

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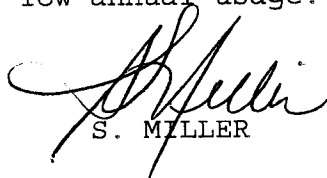
6. Responsibilities. The Command Master Chief will convene the DRB as required to expeditiously process recommendations of disciplinary actions.

a. The DRB shall review each case and take the following action:

- (1) Determine facts surrounding the allegation.
- (2) Interview the division officer, division leading chief petty officer, division leading petty officer of the accused and witnesses and other involved parties as necessary.
- (3) Review the service record of the accused.
- (4) Act as "Investigating Officer" and recommend appropriate disposition of the case to the OIC.

b. The OIC may bypass the DRB when he/she deems necessary. He/she may also dismiss a case.

7. Forms. The Disciplinary Review Board Recommendation Sheet U.S. Navy Element, RHQ AFSOUTH 1621/1, attached as enclosure (1), can be reproduced as needed due to low annual usage.


S. MILLER

DISCIPLINARY REVIEW BOARD RECOMMENDATION SHEET

NAME:	RATE:	SSN:	DATE:
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CHARGE(S)

1.

3.

CHAIN OF COMMAND COMMENTS ON MEMBER'S PERFORMANCE

____ Outstanding ____ Excellent ____ Good ____ Average ____ Below Average

ADDITIONAL COMMENTS

DISCIPLINARY REVIEW BOARD RECOMMENDATION(S)

- ____ Dismiss With Warning
- ____ Dismiss with Extra Military Instruction Recommendation
- ____ OIC Mast
- ____ CAPT Mast

CAPT MAST PUNISHMENT RECOMMENDATION

- ____ Restriction: Recommend ____ days
- ____ Extra Duty: Recommend ____ days
- ____ Reduction in Rate to ____
- ____ One ½ Months pay X ____ 1 month
 ____ 2 months
- ____ Page 13 (NAVPERS 1070/613) Warning
- ____ Administrative Separation

OIC'S MAST RECOMMENDATION

- ____ Restriction: Recommend ____ days
 (no more than 14 days)
- ____ Extra Duty: Recommend ____ days
 (no more than 14 days)
- ____ Reduction in Rate to ____
 (no more than 1 paygrade)
- ____ Forfeiture of pay
 (no more than 7 days)
- ____ Page 13 (NAVPERS 1070/613) Warning

ADDITIONAL COMMENTS

BOARD MEMBERS SIGNATURE

1.

3.

4.

COMMAND MASTER CHIEF SIGNATURE: